Official Request

WAREHOUSE / INDUSTRIAL PROPERTY INCOME & EXPENSE SURVEY

CITY OF ALEXANDRIA
OFFICE OF REAL ESTATE ASSESSMENTS
703.746.4646



Tax Assessment Map #	Abstract Code	Account #

This form is accessible via the Office's website at www.alexandriava.gov/realestate
If you wish, you may download the form and enter the data via the fillable PDF and submit

electronically.

RETURN TO:

CITY OF ALEXANDRIA
OFFICE OF REAL ESTATE ASSESSMENTS
P. O. BOX 178
ALEXANDRIA, VIRGINIA 22313-1501

Dear Property Owner:

The Office of Real Estate Assessments is in the process of collecting and analyzing information for the annual reassessment of real estate located in the City of Alexandria. This is an official request pursuant to Section 58.1-3294 of the **Code of Virginia** that requires you to furnish this office with income and expense data for any income-producing properties for calendar year 2013. This request is also in compliance with Section 3-2-186 of the Alexandria City Code. All information submitted will be kept strictly confidential under the stipulations of Section 58.1-3 of the **Code of Virginia**.

This survey form is to be completed by the property owner or a duly authorized agent, showing the gross income (at 100% occupancy), vacancies and expenses for the above referenced property. The information should encompass the 2013 calendar year.

Income information related to calendar year 2013 that you may have previously submitted to the Office of Real Estate Assessments or to the Board of Equalization as part of a review or an appeal, <u>must be resubmitted at this</u> <u>time to satisfy this request</u>. The income information requested by the Department of Finance in regard to business licenses is not associated with this request.

In addition to the information requested as part of this survey, we request that you submit any other income or expense information that you believe to be relevant to the assessment of your property. If the property is 100% owner occupied, and therefore not income producing, please state this in writing on the front of the form and return it to our office.

The enclosed self-addressed envelope is provided for your convenience. The income information must be returned to our office no later than **May 1, 2014** or postmarked by the U. S. Postal Service no later than **May 1, 2014**. We would like to remind you that any Request for Review of Assessment filed with this office, or any Appeal of Assessment filed with the Board of Equalization, which is based upon the income or expenses attributable to your property will not be considered unless this information has been filed on time.

If you have any questions regarding this matter, or wish to discuss this request form with a member of our appraisal staff, please call between 8:00 a.m. and 5:00 p.m., Monday through Friday. Your cooperation and timely response to this legal requirement will be greatly appreciated.

Sincerely,

The Office of Real Estate Assessments

Enclosure

The Income and Expense information must be placed on this form. No alternative forms may be used. If you should have any questions or need assistance please call our office at 703.746.4646.

CERTIFICATION

06

State la signatu	aw requires certification by the owner or officially authorized representative. Please type or print all information except are.)	
Name o	of building	
Propert	y address	
Type of	f project or building	
Owner((s) name(s)	
	ormation including the accompanying schedules and statements have been examined by me and to the best of my edge and belief are true, correct, and complete.	
Manag	gement firmPhone	
Addres	ss	
Date _	SignatureTitle	
	Print Name	
A. I	BUILDING INFORMATION 1 Estimate of NLA	
B. C.	PHYSICAL VACANCY INFORMATION 1 Space vacant January 1 (2014)sq. ft. rentable 2 Space vacant January 1 (2013)sq. ft. rentable ASKING RENT INFORMATION	
0.	1 Current ASKING rent per sq. ft. for vacant space	
D. Has there been a professional appraisal on this real property in the last five years? □Yes □No		
If yes, a	appraiser's estimate of value \$ Date of value	
E. ANN	IUAL INCOME (for calendar year 2013)	
Rental	Income:	
01	Potential rental income.	
02	Sales of utilities/services.	
03	Other rental income (Specify:)	
04	Income loss from vacancy (2013)	
05	Income loss from bad debts (2013)	

Actual rental income received.....

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Other Income:	
07 Common area maintenance reimbursement	
08 Interest income	
09 Insurance reimbursement	
10 Operating expense reimbursement	
11 Tax escalation or reimbursement	
12 Parking and special areas	
13 Other rental income (Specify:	
14 Miscellaneous (Specify:	
15 Miscellaneous (Specify:	
16 Miscellaneous (Specify:)
17 Total Other Income (Sum of lines 07 through 16)	
18 TOTAL ACTUAL INCOME (Sum of lines 06 and 17)	
F. CAPITAL IMPROVEMENTS, RENOVATIONS	
Have there been Capital Improvements or Capital Renovations to the property during this re	porting period?
☐ Yes ☐ No If yes, please provide total cost here and attach a detailed list on a separate	e page.
Reflect only the capital costs that were actually expensed in calendar year 2013.	
G. ANNUAL OPERATING EXPENSES	
Utilities:	
19 Water and sewer	
20 Electricity (excludes HVAC)	
Electricity (includes HVAC)	
21 Primary heating fuel (Specify:)	
22 Other fuel (Specify:)	
TOTAL UTILITIES	
	······
Maintenance & Repairs: (excluding capital expenditures or tenant improvements)	
23 Maintenance payroll (including payroll taxes and benefits)	·
24 HVAC repairs	
25 Electric/plumbing repairs	
26 Elevator repairs	
27 Roof repairs	
28 Other common area or exterior repairs	
29 Miscellaneous repairs (Specify:)	
TOTAL MAINTENANCE & REPAIRS	

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Management and Administrative:
30 Management fees
31 Other administrative/payroll (including payroll taxes and benefits)
32 Leasing Fees
TOTAL MANAGEMENT AND ADMINISTRATIVE
Services:
33 Janitorial/cleaning (payroll/contract)
34 Landscape (grounds maintenance)
35 Trash
36 Security
37 Snow removal
TOTAL SERVICES
Insurance and Taxes (excluding payroll taxes):
38 Insurance, Fire, Casualty (one year)
39 Other taxes, fees
40 Real Estate Taxes
TOTAL INSURANCE AND TAXES
Total Operating Expenses:
41 Total Expense
H. NET OPERATING INCOME